

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
FEBRUARY 24 – 28, 2014**

MONDAY, FEBRUARY 24, 2014

*6:00 pm	Land Conservation Subcommittee	Room 161, UW Extension 1150 Bellevue Street
*6:15 pm	Planning, Development & Transportation Subcommittee	Room 161, UW Extension 1150 Bellevue Street

TUESDAY, FEBRUARY 25, 2014

*4:00 pm	Children With Disabilities Education Board	Syble Hopp School 755 Scheuring Road
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WEDNESDAY, FEBRUARY 26, 2014

*6:00 pm	Human Services Committee	Room 200, Northern Building 305 E. Walnut Street
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THURSDAY, FEBRUARY 27, 2014

*9:00 am	Aging & Disability Resource Center - <i>Note Location and Time</i>	ASPIRO 1673 Dousman Street
*5:00 pm	Administration Committee	Room 200, Northern Building 305 E. Walnut Street

FRIDAY, FEBRUARY 28, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair

Dave Kaster, Vice Chair

Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

Monday, February 24, 2014

6:00 p.m. (PD&T to Follow)

Room 161, UW Extension

1150 Bellevue Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of Land Conservation Subcommittee of January 27, 2014.

Comments from the Public

2015 Budget

1. Discussion re: Items the Committee would like to see addressed in the 2015 Budget.

Land Conservation

2. Budget Status Financial for December, 2013 (preliminary – unaudited).
3. Budget Adjustment Request (14-08) Category 5: Increase in expenses with offsetting increase in revenue.
4. Budget Adjustment Request (14-09) Category 3b: Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.
5. Village of Suamico Resolution Authorizing Brown Count Land & Water Conservation Department to Enforce Chapter 26 of the Brown County Code with-in the Village of Suamico.
6. Director's Report.

Other

7. Such other matters as authorized by law.
8. Adjourn.

Norb Dantine, Jr., Chair

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Dave Kaster, Vice Chair

Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, February 24, 2014

Approx. 6:15 p.m. (To follow Land Con Mtg)

Room 161, UW Extension

1150 Bellevue Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 27, 2014.

Comments from the Public

1. Review minutes of:
 - a. Planning Commission Board of Directors (December 4, 2013).
 - b. Revolving Loan Fund Committee (December 20, 2013).
 - c. Revolving Loan Fund Committee - Draft (January 16, 2014).
 - d. Solid Waste Board (December 16, 2013).

Communications

2. Communication from Supervisor Lund re: To see if it would be possible to lower the special taxes for Brown County residents when they rent a car in Brown County. *Held for a month.*
3. Professional Services Contract for La Baye. *Held for a month.*
4. Communication from Supervisor Van Dyck re: Direct staff to investigate potential economic incentives (Federal/State/County) to relocate the existing Sanimax Plant to a more appropriate location such as County owned property in Southern Brown County adjacent to future landfill. *Referred from February County Board.*

2015 Budget

5. Discussion re: Items the Committee would like to see addressed in the 2015 Budget.

UW-Extension

6. Resolution re: Change in Table of Organization U.W. Extension LTE 4-H Program Assistant.
7. Director's Report.

Port and Resource Recovery

8. 2013 Port Annual Report – Request for Approval.
9. Resolution Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Programs.
10. Director's Report.

Planning and Land Services

Land Information (no items)

Property Listing (no items)

Zoning (no items)

Planning Commission

11. 2013 to 2014 Carryover Funds.
12. Budget Adjustment Request (14-10) Category 5: Increase in expense with offsetting increase in revenue.
13. Update regarding development of the Brown County Farm property – standing item.

Public Works

14. 2013 to 2014 Carryover Funds.
15. Summary of Operations.
16. Director's Report.
17. Discussion regarding inventory of existing space, cost of moving, as well as comparable properties on the market for the housing of the Brown County Health Department. *Held for one month for more of a complete report.*

Airport

18. Director's Report.
19. Closed Session: Discussion and possible action on strategies and negotiating of new lease agreements at the airport.
 - a. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e)
 - b. Reconvene in Open Session: Discussion and possible action on negotiating new lease agreements with tenants at the airport. *Held for one month with possible closed session if needed to have all completed information.*

Register of Deeds – No agenda items.

Other

20. Audit of bills.
21. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

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Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

AGENDA

**Tuesday, February 25, 2014 - 4:00pm
Syble Hopp School**

1. Call to Order - 4:00 pm. – K Gustman
2. Action Item: Approval of December 17, 2013 Board Minutes
3. Correspondence
4. Action Item: Approval of Agenda
5. Action Item: Donations
6. Action Item: Financial Report
7. Action Item: Administrators Report
8. Action Item: Parent Organization
9. Action Item: Payment of Bills
10. Action Item: Interagency Transition Agreement
11. Action Item: Resignation to Retirement
12. Action Item: Teacher Replacement Position
13. Action Item: 2nd Reading of Revised Policy #3.01 Certified Personnel; #3.02 Classified Personnel
14. Action Item: 1st Reading of Revised Policy #5.11 School Lunch Service; #5.11a Policy to Verify Free and Reduced Price Meal Eligibility; #5.11b Offer vs. Serve Food Service Provisions Policy
15. Action Item: CESA 10 contract
16. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(f)(e) to discuss personnel staff issues
17. Action Item: Staff request
18. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation should; contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, February 24, 2014 so arrangements can be made."

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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, February 26, 2014

6:00 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 22, 2014.

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. Review Minutes of:
 - a. Aging & Disability Resource Center (January 23, 2014).
 - b. Community Options Program Planning Committee (January 27, 2014).
 - c. Northeast Wisconsin Family Care Board of Directors (January 14 & January 21, 2014)

Communications

2. Communication from Supervisor Robinson re: Request that the Human Services Committee look into the travel reimbursement rate for County Sanitarians including discrepancies in these rates when compared with other County employees. *Referred from February County Board.*

Veterans Services

3. 2013 to 2014 Carryover Funds.

Health Department

4. 2013 to 2014 Carryover Funds.
5. Update re: Odor Equipment.
6. Ordinance re: Amending Section 38(4)(2)(a)(ii) of the Brown County Code entitled "Public Health Nuisance" (Odor Complaints). *Held from November Human Services Cmte; Referred back from February County Board.*

Human Services Department

7. Resolution re: On helping families move from homelessness to self-sufficiency. *Held for a month*
8. Resolution re: Change in Table of Organization Health Department – Health Aide.
9. Budget Adjustment Request (13–135): Increase in expenses with offsetting increase in revenue.
10. Budget Adjustment Request (14–13): Increase in expenses with offsetting increase in revenue.
11. Executive Director’s Report.
12. Financial Report for Community Treatment Center and Community Programs.
13. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
14. Request for New Non-Continuous Vendor.
15. Request for New Vendor Contract.

Aging & Disability Resource – No agenda items.

Syble Hopp School – No agenda items.

Other

16. Audit of bills.
17. Such other Matters as Authorized by Law.

Patrick Evans, Chair

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**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING**

Thursday, February 27, 2014 at 9:00 a.m.

Aspiro

1673 Dousman Street, Green Bay WI

AMENDED AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Introductions		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting January 23, 2014	Yes	Yes
5. Comments from the public		
6. Finance Report <ul style="list-style-type: none">a. Review and approval of January Finance Reportb. Review and approval of Restricted Donationsc. Preliminary Net Asset Report	Yes	Yes Yes Yes
7. Sheltered and Integrated Work Panel: Aspiro, NEW Curative		
8. Nominations and HR Committee Report <ul style="list-style-type: none">a. Election of Slate of Officers:<ul style="list-style-type: none">i. Chairpersonii. Vice-Chairpersoniii. Secretaryiv. Treasurerb. Proposed Positions Approval for 2014	Yes	Yes Yes Yes Yes Yes
9. Directors Report <ul style="list-style-type: none">a. True North and Review of Agency Goals and Objectives/Committeesb. 211/Crisis Center/ ADRC Year End Reportc. Update on Dementia Specialist RFPd. AddLife Modernization Survey	Yes	Yes
10. Family Care Update	Yes	
11. Legislative Updates		
12. Announcements		
13. Next Meeting- March 27, 2014		
14. Adjourn		Yes

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

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ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Tim Carpenter, Vice Chair
David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE

Thursday, February 27, 2014

5:00 p.m.

Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 23, 2014.

Comments from the Public

1. Review Minutes of:
 - a. Housing Authority (December 16, 2014).

Department of Administration/Technology Services

2. 2013 to 2014 Carryover Funds.
3. Discussion re: Fiber Project – NWTC opportunity and Green Bay Area Public School District opportunity – Network Support Manager Kevin Raye.
4. GFOA Award of Financial Reporting Achievement for 2012 CAFR.
5. 2014 Budget Adjustment Log.
6. Director's Report.

Presentation

7. Health Insurance Presentation – Cindy Van Asten, M3 Benefits Consultant.

Human Resources

8. 2013 to 2014 Carryover Funds.
9. Activity Report for January, 2014.
10. Director's Report.

Corporation Counsel

11. Monthly Report for January, 2014.

Child Support

12. 2013 to 2014 Carryover Funds.
13. Agency Director Summary for February, 2014.

Treasurer

14. Resolution Designating Interim Treasurer for Brown County.
15. Resolution re: A Special Election for County Treasurer.

County Clerk – No agenda items.

Other

16. Audit of bills.
17. Adjourn.


Steve Fewell, Chair

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FEBRUARY 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30 pm	6 Ed & Rec 5:30 pm	7	8
9	10 Exec Cmte 5:30 pm	11	12	13	14 	15
16	17	18 Veterans Recognition Subcmte 5:00 pm	19 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Svc 6:00 pm	27 Administration Cmte 5:00 pm	28	



MARCH 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30pm	6 Ed & Rec 5:30pm Criminal Justice Coordinating Board 8am	7	8
9	10 Exec Cmte 5:30 pm	11	12	13	14	15
16	17  St. Patrick's Day	18 Veterans Recognition Subcmte 5:00 pm	19 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Services 6:00 pm	27 Administration Cmte 5:00 pm	28	29
30	31					

BROWN COUNTY COMMITTEE MINUTES

- Harbor Commission (December 9, 2013)
- Library Board (January 16, 2014)
- NWTC Board of Trustees (January 15, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PORT AND RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, December 9, 2013**
Associated Bank, 200 N. Adams Street, Green Bay, WI

1) The meeting was officially called to order by Neil McKloskey at 11:30 am.

2) Roll Call:

Present: President Neil McKloskey
Commissioner Bernie Erickson
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Tom Klimek

Excused: Commissioner Greg Flisram
Commissioner Bryan Hyska

Not Excused: Vice-President Craig Dickman
Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Chad Doverspike, Brown County P&RR
Aaron Schuette, Brown County Planning & Land Services

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Hank Wallace and seconded by John Hanitz. Unanimously approved.

4) Approval/Modification – October 14, 2013 Meeting Minutes

A motion to approve the minutes of October 14, 2013 was made by Tom Klimek and seconded by Bernie Erickson. Unanimously approved.

5) Port Development Study by Aaron Schuette, Brown County Planning & Land Services Department – Request for Approval

The *Port of Green Bay Economic Opportunity Study* identifies properties within the four port-related and/or industrial use opportunity areas that if redeveloped for port-related uses would maximize the return on investment for the Port of Green Bay, Brown County, and Northeastern Wisconsin in terms of compatible land uses, projected employment, tax revenues, and overall contribution to the economy. The study also identifies potential resources for the Port to utilize, including grants and services, as well as opportunities for the Port to capitalize upon, such as its designation as a Foreign Trade Zone. Included is an overview of the Port of Green Bay; its history and current state. There are 14 independent private terminal operators who utilize the Port moving an average of two million tons of cargo on an average of about 200 ships each year.

As a component of this study, a survey of the 17 existing port operators (3 inactive operators) was prepared to ascertain their current and future needs and how the Port of Green Bay can help to facilitate the growth of their business. Of the 17 port terminal operators, seven responses were received within three weeks of the initial distribution and follow-up email. Six indicated no need for additional land, while one indicated a need for additional land to accommodate business growth of approximately 7%- 8% per year. Four stated that dredging of the Fox River and at a minimum maintaining the shipping channel depth and width is a primary concern. One stated that increasing the shipping channel to Seaway draft of 26'-27' will be needed to compete with other ports for new opportunities. One stated a new shipping canal north of Atkinson Drive, northwest of the Fox River would be beneficial. It was also stated that government regulations were a reason for closed export markets for their product.

Environmental Conditions is another part of the study. For future projects or future grant applications it will be important to discover the linkage between sedimentation/run-off and port operations. This would either be for additional dredging for the port or for the Land and Water Conservation Department or GBMSD when they try to work with the farmers to reduce agricultural run-off. All the sedimentation flows from the tributaries into the Fox River and Green Bay, then settles out in the navigation channel adding to the dredging costs.

Port development consists of four port related opportunity areas from the waterfront plan. The North and South Bayport area is heavily industrialized. The East shore paper-mill area, Georgia Pacific, and the West shore paper-mill area there were 11 different properties/parcels that are considered vacant, underutilized, or the current uses are not dependent upon current waterfront locations. Each of the properties was inventoried.

The U.S. Maritime Administration's port economic impact software kit was used to help identify some of the Port's costs and the return on investment from the Port's infrastructure investments. Examining properties that were adjacent to each other, the eleven properties could be combined to form a total of six larger sites. Research determined an idea of

development costs, jobs per million dollars of expenditure, total income per million dollars of expenditure and gross state product per million dollars of expenditure.

General recommendations of the port study include: working with the U.S. Army Corps of Engineers to, at a minimum, maintain the existing shipping channel depth; coordinate with the U.S. EPA regarding PCB hydraulic dredging; advance negotiation of framework lease agreements with non-port related waterfront users to expedite siting of new port users; continue to investigate uses for the beneficial reuse of clean dredge materials; support the efforts of the Brown County Land and Water Conservation Department; maintain open lines of communication with the existing port operators; and, maintain open lines of communication with the city of Green Bay.

A motion to approve the *Port of Green Bay Economic Opportunity Study* was made by Bernie Erickson and seconded by Neil McKloskey. Unanimously approved.

6) Northeast Asphalt Property Sale – Update

The property sold at \$10,000 per acre, with the department retaining ownership of an easement to Atkinson Road.

7) WDNR Dredging Permit Letter – Update

A letter was sent to Ken Johnson, Administrator of the Water Division from the Wisconsin Department of Natural Resources and Jason Serck, President of the Wisconsin Commercial Ports. At the summer Wisconsin Commercial Ports Association meeting the DNR explained that they were looking at changing the dredging approval process in the state. One change being contemplated was determining when the dredged material is considered solid waste. It currently is considered solid waste once it gets to shore. Under the proposal, the material would be considered dredged material as soon as the material comes out of the channel and is over the dredge scow, resulting in the requirement to test and potentially treat the carriage water released from the scow. This would significantly increase the dredging cost of small one-time dredging applicants, like the Brown County Parks Department when they are dredging the Wrightstown boat launch. This would hurt the one time users, private businesses, and government entities that have boat launches, etc. The intent of the letter is to point out that this is subjective and the fact that the DNR cannot regulate the US Corps of Engineers does 80%-90% of the dredging in the state. Jason Serck followed up with the State and he seems to think the DNR has recognized the concerns and will not be advancing the changes.

8) Cat Island Chain Restoration Project – Update

The US Army Corps of Engineers has completed a majority of the project for this year. There will not be any more rock work out on the Island except some stockpiling rock work at the off-loading facility for next year's placement at the toe of the sheet piling for scour protections after dredging. The full entrance gate has been put back up.

There are a variety of management issues that now have to be dealt with such as public access. The intent is not to have the site open to public access. Next year when the department goes to dredge the off-loading facility an Project Partnership Agreement amendment will be needed, in addition the amendment will address that removal of the connection between the islands and associated cost share.

The department received an email from the Wisconsin Department of Natural Resources granting permission to dredge. The final plans for next year are to rebuild Lineville Road and dredge the off-loading facility.

9) Renard Island Closure

Peters Concrete is starting the Renard Island Closure project as part of a Federal contract with the US Army Corps of Engineers. The causeway has been lowered by two feet to accommodate two-way traffic. The US Army Corps of Engineers will replace the causeway stone or complete removal of the causeway, if Brown County can not receive DNR approval of the causeway as a permanent structure. Staff put together a letter to the DNR and an application asking what was needed to make the causeway permanent. The DNR has responded that the culverts originally designed and authorized were reviewed as means to provide temporary navigation for a temporary structure. The structure as-built does not offer reasonable means of navigation for a permanent solution. When the causeway was being built, staff had asked the DNR at that time to make sure this was permitted assume Brown County would come back and request the causeway remain as permanent structure. Their design feature was an 84 inch culvert and now DNR are indicating the culvert is not good enough. Staff had asked the DNR what design features are acceptable. Brown County Public Works Department is going to price the design feature. Any decision regarding the causeway needs to be figured out by April because the US Army Corps of Engineers will exercise the contract option for removal.

10) WCPA Visioning Document – Update

The department has been working with National Center for Freight & Infrastructure Research & Education (CFIRE) on getting the Wisconsin Commercial Ports Development Initiative moving forward. This is a year-long project that will include the state's ports, industries and logistics sector to create a strategic plan and development initiatives that will help increase commercial development of Wisconsin's ports and support local and statewide economic development. The CFIRE-led team will assess Wisconsin's port infrastructure, their current and potential markets and related policies and programs. These assessments will then be used to create a strategic action plan to attract sustainable markets, encourage community development, direct policy and programs in support of the state's ports and support the economic growth of Wisconsin's commercial ports. A draft timeline has been established. Ernie Perry has been working with WisDOT and is currently collecting data around the state for the Port's to see what information they have. Ernie also has four or five students actively working on data collection through survey's and telephone calls.

Director's Report

The 2013 shipping season is coming to a close for the year. Effective December 1st, the port is operating on a daily basis with 12 hour notices for the bridge tenders. With the weather conditions, CN was allowed to close the railroad bridge by Graymont Western Lime also with a 12 hour notice to open. As it gets cold that bridge has a hard time swinging open or close.

Passage of the Water Resource Development Act is progressing with passage expected in January.

Staff attended a Port Conference in Chicago and gave a presentation on Cat Island to the Great Lakes Ports, stakeholders and Legislators. The presentation was very well received which could result in more national recognition. This was also covered by media.

At NEW North Summit, the Governor had mentioned the Port at least the past three times during his presentation. Public relations have taken off and the Port is becoming more recognizable.

Calumet Specialty Products Company initiated a permitting process with the WDNR to construct an oil loading dock adjacent to its refinery in Superior, WI. The company's intent is to move up to 13 million barrels of crude oil by vessel each year out of the facility. Two Great Lakes environmental organization have initiated studies to collect facts, define their position and draw attention to this issue. The study will specifically lay out their view of the risk of spills from vessel using historic data from the Coast Guard. The study will also review existing oil transport safety and recovery laws and highlight what they believe are gaps in the laws.

Brown County Parks Department did a virtual tour of their facilities on their websites. The department is thinking next year of doing a video of the port from the perspective a commercial vessel.

11) Audit of Bills – Request for Approval

A motion to approve the Bills was made by Hank Wallace and seconded by Neil McKloskey. Unanimously approved.

12) Tonnage Report – Request for Approval

November's tonnage had a slight increase from October's tonnage report. The tonnage went from 11% to up to 15%, end of November. The tonnage also surpassed 2 million tons for the year, most based on increase coal and limestone.

A motion to approve the September Tonnage Report was made by Bernie Erickson and seconded by Neil McKloskey. Unanimously approved.

13) Such Other Matters as Authorized by Law

None

14) Adjourn

A motion to adjourn was made by Hank Wallace and seconded by Tom Klimek.

Unanimously approved. Meeting adjourned at 12:49 pm.

Neil McKloskey, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **January 16, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, TIM NIXON, VICKY VAN VONDEREN and TERRY WATERMOLEN

EXCUSED: CARLA BUBOLTZ, BOB NIELSEN, and CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m.

CONSENT ITEMS

a. Approve/modify agenda Motion by D. Carmichael, seconded by T. Nixon, to approve the agenda. **Motion carried.**

b. Approval of minutes Motion by T. Nixon, seconded by T. Watermolen, to approve the December, 2013 minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

No one was present to address the Board.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

The report was turned into the County Executive who gave it to the County Board. Simply stated, the task force concluded that, in practice, the co-location doesn't work. They believe that the facility needs of the library ought to be promptly addressed.

STRATEGIC PLAN

a. Bookmobile future

A secondary report on the Bookmobile was presented to the board. It did not include a recommendation but rather an analysis of circulation statistics, stops including types and frequency, and a list of repairs and related costs. A physical assessment by a reputable company was recommended. Suggestions for prolonging the life of the Bookmobile varied but included utilizing it for selected special events and reducing service/stop frequency to day care and senior centers – essentially running it on a limited schedule. The Board agreed to allocate this asset for the best possible use since the Bookmobile is over 20 years old and past its life-expectancy. A new bookmobile would cost approximately \$300,000.

Discussion took place regarding the redesign of the library's outreach services to involve new, creative ways to serve audiences that cannot travel to a branch library location. Part of the discussion included suggestions on how to serve, or even better serve, many of those audiences. Services could include the use of deposit collections (the library has some in nursing homes now) in other senior housing, and potentially in day cares and other recreational units. Homebound delivery could also be expanded to serve senior housing units. Bookmobile staff could be used to present story times and other outreach programs. The Bookmobile would fulfill its current schedule but after that, and on a more limited basis, would participate in special events and some distant community stops. Since its mechanical failure is inevitable, C. Beyler is contacting a couple companies that could conduct an assessment of the Bookmobile's mechanical condition to gain a better idea of repairs needed and actual life expectancy. The Bookmobile Driver would transition to an Outreach Coordinator.

Motion by T. Nixon, seconded by V. VanVonderen, to use the library's Bookmobile resource in the best and most efficient manner until June 5; establish its current condition based on a mechanical assessment; and determine a plan that redesigns and improves the library's outreach services to adjust for new conditions in the county. Furthermore, the Library Board intends to phase out the Bookmobile at the end of the year as it does not intend to fund major costly repairs on a vehicle that is in excess of 20 years old. **Motion carried unanimously.**

ANNUAL ELECTION OF OFFICERS

The following slate was recommended in November and nominated: President, Kathy Pletcher; Vice-President, Carla Buboltz; Secretary, Chris Wagner; and Financial Secretary, Vicky Van Vonderen. Additional nominations were called for three times. There were no other nominations. **Motion** by T. Nixon, seconded by T. Watermolen, to approve the following recommended slate: Kathy Pletcher as President; Carla Buboltz as Vice-President; Chris Wagner as Secretary; and Vicky Van Vonderen as Financial Secretary. **Motion carried unanimously.**

LIBRARY BUSINESS

a. Information Services Report

RFID gates were installed at the Weyers-Hilliard and Kress Family branches. E-commerce will be installed at other locations in the coming weeks. Per Brown County Technology Services, Industry Weapon (digital signage) should be available soon.

b. Financial Manager's report, bills and donations. Financials were not ready due to year-end processing.

c. Facilities Report

C. Beyler reported that the Central Library elevator's hydraulic modernization was complete. The installation of the bike shelter at the Southwest Branch was finished as was the installation of the up-lighting at Weyers-Hilliard. Public Works projects (emergency light and exit lighting and second transfer switch for generator) have been bid as well as the project that will relocate the cooling tower from the old mental health building to Central. The galvanized and powder-coated steel fence surrounding the Children's Edible Garden at Central will be finished by the end of the week.

L. Stainbrook commented that the elevator work went quickly and thanked Doug Marsh (BCPW) and C. Beyler for their efforts.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update No report. It was noted the meeting was cancelled due to the weather.

OLD BUSINESS

K. Pletcher commented that AB288 had been amended with compromise. SB397 was also amended to match AB288. She attended the hearing to observe. The outcome for the library results in a lesser amount going forward but the original bill is not affected. While the expectation is that the bill will be passed, it is possible that it could move through the Assembly and then get held up in the Senate.

PERSONNEL

a. Approve Table of Organization Change – Branch Coordinator Reclassification Motion by T. Nixon, seconded by D. Carmichael, to approve the Table of Organization Change as indicated below:

The Library Director recommends that the Library Board reclassify Branch coordinators to Branch Supervisors; make the position FLSA-exempt; increase the minimum work week to 40 hours; and change the direct report to the Deputy Director of Operations. This changes results in additional costs of \$10,464.48. Since previous T.O. changes had resulted in a savings of \$6,183.98, the end result is an additional cost of \$4,280.50.

The financial impact of this change is as follows:

Branch . Coordinator	Hours	Hourly Rate	Annual Salary	Fringe	Total Annual
Current	37.5 hrs/wk	\$22.7390	\$44,341.05	\$19,275.05	\$63,616.10
Recommended	40 hrs/wk	\$22.7390	\$47,297.12	\$19,807.14	\$67,104.26
Savings (Cost)					(\$3,488.16)
Total for three					(\$10,464.48)
Savings (Cost) Results from previous T.O. Changes	\$6,183.98			Savings (Cost) resulting from recom. T.O. changes	-\$6,183.98 =====
					(\$4,280.50)

This table of organization change and permission to fill open positions and subsequent annual savings, is submitted for approval at the January 16, 2014 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on February 6, 2014 as part of the Director's Report and attached to the meeting minutes.

Motion carried.

PRESIDENT'S REPORT

K. Pletcher, V. Van Vonderen, C. Buboltz and L. Stainbrook have organized as a personnel committee. Following their organizational meeting, it was agreed that L. Stainbrook will work with Work Rules Committee to set and reach the goal of completing a job classification plan by February 1. After review, a pay grade system/scale will be designed and brought to the Library Board at their February 20 meeting. If agreed upon, this will receive final approval at the March Library Board meeting. The last step would be to adjust compensation if deemed necessary. The Library Board's intent is to create a program that rewards excellence to the overall organization. Library staff will have the opportunity to attend Q&A sessions regarding the job factor process including point factoring and how positions were weighted. T. Watermolen asked if there was a process to deal with employees whose work is marginal. There is a system in place as part of the library's performance management plan.

The internal incident report form was shared and the process described. Discussion took place about increasing security and/or the hours worked. Oftentimes, the current, contracted guards don't have skills needed. Ideally, a library-trained uniformed officer would be preferred.

Relating to the search for a Deputy Director, preliminary interview questions are being conducted by the search consultant. K. Pletcher requested a copy of the questions that will be used for the onsite interview.

DIRECTOR'S REPORT

The schedule for the Deputy Director candidates includes interviews with direct reports, staff, director, Library Board President, and others. Interviews dates will be set for the last two weeks of February. The consultant has narrowed the pool of a total of 8 viable candidates.

T. Watermolen commented that he is pleased that the Library Administration views every job opening as an opportunity. He is also impressed that the percentage of self-checkouts has risen to 75%. D. Carmichael showed the PSA for 1000 B4K (1000Books Before Kindergarten) produced by WBAY.

CLOSED SESSION

Not required.

APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION ON STAFF COMPENSATION

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

MEETING SUMMARY/NEXT MEETING PLANNING

Schedule meeting with Carolyn Maricque.

ADJOURNMENT

Motion by T. Nixon, seconded by T. Watermolen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:20 p.m.

NEXT REGULAR MEETING

February 20, 2014

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Minutes*

Wednesday, January 15, 2014
12:00 p.m.

*NWTC-Green Bay Campus
2740 West Mason Street, Green Bay, Wisconsin 54303*

Board Chairperson Villarruel called the January 15, 2014 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

PRESENT: Laurie Davidson (via videoconference), Phyllis Habeck, Carla Hedtke, Ying LaCourt, David Mayer, Kim Shanock, Ben Villarruel, Gerald Worrick

EXCUSED: Jeff Rickaby

Also Present: Jeff Rafn, Mary Jo Tilot, Dan Seidl, Jim Blunreich, Karen Smits, Pamela Phillips, Linda Hartford, Mark Franks, Sandy Ryczkowski, Randy Smith, Gina Van Egeren, Clark Wagner, Erica Plaza, Lori Suddick, Pam Gerstner, Vickie Lock, Amber Michaels, John Grant, Vicky Csida, Myke Schmit, Kelly Schumacher

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward at this time.

Reports

Student Senate Update

No update was given at this time. Next report will be given in February.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of December 1-31, 2013 \$2,531,540.93

Detailed copies of the current disbursements for fiscal year 2014 for the month of December were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Laurie Davidson moved that Board approval be given for the December 2013 bills as presented.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

Resolution Authorizing the Borrowing of \$1,500,000 for Building Purchase and Remodeling Project; \$2,430,000 for Movable Equipment; \$150,000 for Site Improvement; \$1,500,000 for Building Improvement; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2014 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, and site improvements. This resolution authorizes the borrowing of \$5,580,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 1.

Dave Mayer moved that the Board adopt the resolution authorizing the borrowing of \$1,500,000 for building purchase and remodeling project; \$2,430,000 for moveable equipment; \$150,000 for site improvements; \$1,500,000 for building improvement; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on roll call.

Software Developer AAS Program Approval

This two-year program prepares its learners to design, develop and test business application software using various leading programming languages. Graduates will be proficient in HTML, C#, Java, PHP, ASP.NET, C++ and SQL along with various supporting technologies in networking, database development, documentation and system analysis and design. Graduates will be prepared to support the software development needs of businesses in a wide variety of industries. Training blends general education development with required IT technical skills. All courses are offered in an in-person format and some are also offered online for additional flexibility. This program is expected to begin in fall 2014.

Phyllis Habeck moved that the Board approve the Software Developer AAS program approval and authorize its submission to the WTCS State Board for approval.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on roll call.

Aviation Cluster Development

The College has recently been approached by multiple agencies regarding the development of programming to support the aviation industry including Twin County Airport (owned by Marinette and Menominee Counties); Austin Straubel International Airport in Green Bay; Northwestern Michigan College, Traverse City; Explorer Solutions; and various workforce partners. Based on initial discussions with the agencies and preliminary investigation, we are recommending to the Board that the College move forward in the development of programming in the aviation cluster. Some potential areas for development may include aviation maintenance and repair, avionics, fixed wing and rotary wing flight training.

Carla Hedtke moved that the Board approve staff exploration and development, as appropriate, of an aviation cluster of programs.

Motion seconded by Dave Mayer.

- Enstrom Helicopter in Menominee, Michigan is in need of this type of training, especially in the Avionics.
- The question was raised as to whether this was a duplication of services provided by the Fox Valley Technical College in commercial licensing and aviation. It was suggested that the Colleges may want to

partner on aviation offerings, however Fox Valley is very EAA focused, and some entities are not feeling that they can provide what they need in the way of training. Fox Valley is focused more on individual's receiving training rather than companies that create the planes and helicopters.

- In speaking to other colleges who have the aviation cluster, one of the concerns raised is the jobbing-out of their students – they are getting hired by companies prior to completion of the program.
- Staff will bring back to the Board the survey results and recommendations for program approval.

Motion carried, with all voting "Aye:" on roll call.

North Coast Marine Manufacturing Training Center

The original purchase agreement with Smet Construction for NCMMTC calls for the College to begin leasing the portion of the facility owned by Smet and occupied by Goodwill Industries once Goodwill vacated the building. This occurred in October. The College also leases a portion of the building from a third partner, Stroh Investments, LLC. The College has an option to purchase the balance of the building.

The FY14 budget provides \$350,000 for purchase of the Smet wing of the building. The College recently completed the time period under the statutory \$1.5M capital expansion cap limit for the Marinette Campus and, therefore has an opportunity to purchase the entire building and reduce its rental operating expenditures for the facility and to begin modification to the remainder of the North Coast Facility to expand Corporate Training opportunities.

Phyllis Habeck moved that the Board approve using funds budgeted for equipment related to the Shawano Medical Center and from the CNC Expansion project for the purchase of the balance of the North Coast Facility and for remodeling of the building up to the \$1.5M cap limitation. The capital budget for the Shawano project and CNC project will not be required until later in FY15 and would be replenished in the FY15 Budget.

Motion seconded by Dave Mayer.

From:	To:
Shawano Health Center Equipment - \$750,000	NCMMTC Building Acquisition and Remodel –
Machine Tool & CNC Equipment - \$400,000	\$1,150,000

- When the College originally purchased the building it was with the intent to purchase the entire 25,000 square feet, and the College committed to that. The space itself will be fully utilized for training for Marinette Marine and other companies.

Motion carried, with all voting "Aye" on roll call.

Consent Items (Voice Vote)

Minutes

The minutes of the December 11, 2013 Board meeting were sent to Board members prior to the January Board meeting.

It was recommended that Board approval be given for the December 11, 2013 Board meeting minutes as presented.

New Hire- Faculty

Mark Leidig, Electrical Instrumentation Apprentice Instructor - Mark Leidig was the Selection Committee's top choice for the Electrical Instrumentation Apprentice Instructor position. Mr. Leidig holds a Bachelors of Science in Electrical Engineering from the University of Illinois.

Since September 2013, Mr. Leidig has been a Senior Electrical Engineer at Fusion Integrated Solutions. Prior to that Mr. Leidig was a Controls and Power Systems Leader at Procter & Gamble from January 1979 to March 2013.

Placement for this position would be at the Faculty Level A, \$63,412.

It was recommended the Board approve the above appointment.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2014 contracts pending Board approval was attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.48% for on-campus and 27.27% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2

Dave Mayer moved that the consent agenda items be approved as follows: the minutes of the December 11, 2013 Board meeting; the appointment of Mark Leidig, Electrical Instrumentation Apprentice Instructor; and the contracts for services identified in Board Exhibit 2.

Motion seconded by Gerald Worrick.

Motion carried, with all voting "Aye" on voice vote.

Reports

Policy Discussion – Setting Metric & Strategic Goal: Access & Success

Staff presented information and discussed the goals to be achieved relative to the strategic direction of Access & Success and accompanying metrics with the Board.

- NWTC staff presenters included Mark Franks, Pam Gerstner, John Grant, Vickie Lock, and Erica Plaza.
- Course Success Rates should be based on highest achieving students, which at this time would be our Asian students – 81.3%.
- Goal is to bring all the completion rates for all ethnic groups to 60%.
- Twenty percent of College funds are spent on Student Success efforts, which include staffing.

Board EduByte – State Performance Standards

The President provided an update on the State Performance Standards Measurement Areas as released by the Wisconsin Technical College System Office.

- Each President will be meeting separately with System President, Morna Foy, at which time they will be told the amount of funding that they will receive from the available funds and what those funds will be directed to.
- The State has picked the seven categories for each College that will provide the greater funding.

President's Report

Enrollment Activity –

- The first three-week “J” Term – 111 FTEs (1,486 students) currently attending. Spring semester is -2% behind this same time last year. Budget was based on a -3% enrollment attainment. Enrollment across the state is flat or behind.

Legislative Issues (state & federal) –

- Lieutenant-Governor Kleefish held a roundtable at the College on January 7 on Tax Reform with Jim Blumreich participating.
- Senator Tammy Baldwin will be on campus January 22 (3:30-5:00 p.m.) to visit with students, tour the campus, and to speak about a piece of legislation that she is submitting called the “Green Act” – grant funding of partnerships for high schools and colleges to create clean energy training programs. NWTC already has some joint programs in place and those that we have written curriculum for. The grants would also include money to update current energy systems.
- Congressman Reid Ribble will host a job fair on campus on April 29, 2014.
- The Open House for the new Corporate Conference Center was cancelled due to the weather. This will be rescheduled.
- The opening of the fourth floor of the Health Sciences Building was held on January 6 with over 100 people attending.
- Graduation was well attended in December with Phyllis Habeck attending and handing out diplomas.

Current Events –

- Green Bay Schools will be holding a press conference on February 5 at 10:30 a.m. announcing the creation of Baylink Manufacturing which includes NWTC working with the Green Bay School System to create a for-profit business running a manufacturing operation for some of the members of the Manufacturing Alliance with the students doing some of the labor.
- The College has identified some bonds that it is able to pay off early and save the College \$741,000 in debt levy payments.
- Board Appointments – the Board Appointment process will be starting the end of January, with three board positions coming up for appointment (Laurie Davidson, Phyllis Habeck, and Jeff Rickaby).

Adjournment

Dave Mayer moved that the January 15, 2014 Board meeting be adjourned (3:10 p.m.).

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on voice vote.

Tour of Health Sciences Expansion Area

Following the adjournment of the Board meeting, several Board members toured the Health Sciences Building 4th floor expansion area.



Phyllis J. Habeck, Board Secretary

2-19-14

Date